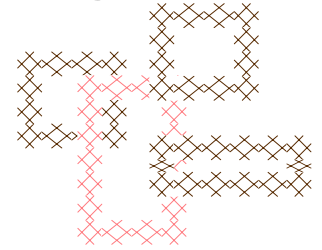


Vol. 2, Issue 1

February 1, 2005

CHRO Newsletter



UPDATE

Story by U.S. Employment/Classification Section



21st February



Happy Valentine's Day

Don't miss it!!

- Training Announcements

See the back page

INSIDE

NSPS Update	1-2
INDEBTEDNESS	2
Time Limited Appointments	3
What's New?	
DRUG-FREE WORKPLACE	4-5
EDI	5
Change in Work Location	6
Classification TERMINOLOGIES	
CCL	
Tuition Assistance	7

No. 1286-04

IMMEDIATE RELEASE

DECEMBER 15, 2004

DOD Selects First Group for National Security Personnel System

Navy Secretary Gordon England announced today the activities selected to take part in the initial implementation of the human resources and appeals elements of the Department of Defense National Security Personnel System (NSPS). England, who serves as the DoD senior executive overseeing NSPS, indicated that the employees slated for conversion will be included in groupings called Spirals. Spiral One will include approximately 300,000 general schedule, U.S.-based Army, Navy, Marine Corps, Air Force, and other Department of Defense civilian employees and will be rolled out in three phases over an 18-month period beginning as early as July 2005. The first group of employees will number about 60,000. In addition, England announced the NSPS Labor Relations system is scheduled to be implemented across the Department of Defense by summer 2005.

Since NSPS was signed into law on Nov. 24, 2003, DoD officials and the Office of Personnel and Management have been working with DoD employees, to include supervisors, managers, human resources and equal employment opportunity practitioners, general counsel and financial management professionals, and

union officials to develop design options for the new civilian personnel management system. The proposed regulations will appear in the Federal Register this winter, which will initiate a formal public comment period, as well as a period for a formal "meet and confer" process with employee representatives to discuss the proposed regulations. Upon completion of the comment period, the department will develop more specific implementing regulations, which are expected to be finalized in the spring.

The announcement of the first phase of Spiral One participants at this time allows the leadership of those affected organizations to position themselves and look ahead to help prepare DoD employees for the conversion. This will include training in what are called "soft skills," such as interpersonal communication, team building, and conflict management, to help people adjust to the change.

Spiral Two will comprise the remainder of the eligible workforce and will be initiated following an assessment of Spiral One and after the secretary of defense certifies the Department's performance management system. The law pro-

(Continued on page 2)



UPDATE

No. 1286-04

IMMEDIATE RELEASE

DECEMBER 15, 2004

DOD Selects First Group for National Security Personnel System

(Continued from page 1)

vides that the NSPS human resources system may not apply to organizations with more than 300,000 employees until the secretary of defense determines and certifies that the department has a performance management system in place that meets the statutory criteria established for the NSPS performance management system. Spiral One will provide the basis for this certification prior to the deployment of Spiral Two. Spiral Three will comprise the DoD labs should current legislative restrictions be eliminated.

Congress authorized the new personnel system as part of the fiscal 2004 National Defense Authorization Act. "NSPS provides an op-

portunity to improve the effectiveness of the department through a simplified personnel management system that will improve the way it hires and assigns, as well as compensate and reward its employees," said England. "It will provide the department with a modern, flexible and agile human resource system that can be more responsive to the national security environment, while preserving employee protections and benefits."

In a written welcoming statement to all employee participants in Spiral One, Mary Lacey, Program Executive Officer for NSPS, said, "We will gain experience with the procedures we put in place, and I am counting on you to provide feedback in identifying any improvements as

we implement the system to the entire workforce."

England called the implementation of NSPS a historic occasion that will provide challenges and opportunities to manage change in the human resources arena in a beneficial and productive way to support the modern missions of the Department of Defense.

The new system will be fully implemented in the July 2007/January 2008 timeframe.

MCB Butler is scheduled to convert to the NSPS in Spiral One, Phase Three. Questions regarding NSPS may be directed to the U.S. Employment/Classification Section at 645-7547 or 253-4800 (Iwakuni).

INDEBTEDNESS

Story by Information Systems Specialist



The Defense Finance and Accounting Service (DFAS), Charleston Office issues approximately 5,500 letters per month to employees who have received overpayments. Overpayments of \$50.00 or less and which have occurred within the last 4 pay periods will be taken from the employee's pay without notification. The explanation of the overpayment deduction will be on the Leave and Earnings Statement (LES). Causes for indebtedness include, but are not limited to, the following: Living Quarters Allowance (LQA) Reconciliation,

suspension of Post Allowance for Renewal Agreement Travel (RAT) (about 36%), time and attendance errors (about 44%), leave without pay, and benefit deductions not being withheld (about 20%).

The letter of indebtedness will explain the details of the debt and will offer the employee the opportunity to establish a repayment plan. The employee has 45 days (outside CONUS) to respond to the letter. If a response is not received within the 45 day period, collection of the debt will start automatically and will be 15% of the employee's disposable pay. It is highly recom-

mended that a repayment plan be established even if the employee desires to contest or request a waiver to the debt.

If the employee requests a waiver and it is granted, any monies collected during the repayment process will be promptly refunded. If on the other hand the employee does not establish a payment plan, interest can be charged on the amount owed.

For information regarding the debt process and requesting waivers and hearings, please visit <https://dfas4dod.dfas.mil/systems/dcps/consolid/index.htm>.

Time Limited (Temporary) Appointments

Story by U.S. Employment/Classification Section

Temporary appointments are used to fill positions when there is not a continuing need for the job to be filled. Temporary appointments do not give the employee competitive status or reinstatement eligibility. Because temporary employees do not have status, they may not apply for permanent appointments through internal merit promotion procedures, which are used for filling positions from current and former permanent Federal employees. However, qualifying experience gained while employed in a temporary position is considered when applying later for a permanent position.



What is a temporary appointment?

A temporary appointment is an appointment lasting one year or less, with a specific expiration date. It is appropriate when an agency expects there will be no permanent need for the employee. An agency may make a temporary appointment to:

- ◆ fill a short-term position that is not expected to last more than one year; or
- ◆ meet an employment need that is scheduled to be terminated within one or two years for reasons such as reorganization, abolishment, or the completion of a specific pro-

ject or peak workload; or

- ◆ fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules.

A temporary employee does not serve a probationary period and is not eligible for promotion, reassignment, or transfer to other jobs.



Do temporary employees receive benefits?

Temporary employees are eligible to earn leave and are covered by Social Security and unemployment compensation, but do not receive the other fringe benefits provided to permanent civil service employees. Current law allows temporary employees to purchase health insurance after they have one year of temporary service, but the employee must pay the full cost with no Government contribution. Temporary employees are not eligible for coverage under the Federal Employees Group Life Insurance program or the Federal Employees Retirement System.



What is an Overseas Limited Appointment?

An Overseas Limited (OSL) appointment is another type of time limited appointment available in the overseas area. The initial appointment is not to exceed two years, with a spe-

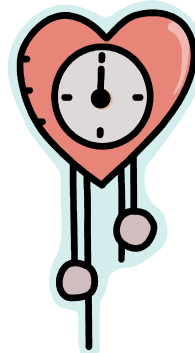
cific expiration date.

The appointment may be extended at management's discretion, but the employee may not serve on an OSL appointment for more than 5 years. OSL appointments do not give the employee competitive status or reinstatement eligibility.



What Managers/Supervisors should know

Time limited appointments are made for specified periods. The appointments may be extended an additional specified period based on the nature of the appointment (see above). If the not to exceed (termination) date passes for any time limited appointment and a request to extend the appointment was not submitted, the time limited employee's appointment is automatically terminated in the personnel database. ***If you have a temporary/OSL employee and you want to extend the appointment past the initial employment period, you must submit a Request for Personnel Action (RPA) to the CHRO at least 30 days in advance.***



What's New?

Three new MCBJ policy letters affecting the hiring of U.S. civilians are available on the MCB Butler Intranet. MCBJ Policy Letters 1-05, 2-05, and 3-05 may be viewed at

<https://ww1.mcbbutler.usmc.mil> under the G-1 site.

DRUG-FREE WORKPLACE

Story by U.S. Employee & Labor Relations/ Benefits Section

Executive Order 12564 on 15 September 1986 required that all Federal agencies implement a program to achieve a drug-free workplace.

What are the **different types of drug testing** that the Department of Navy and USMC conduct?

The following are the six types of drug testing which are conducted in the Department of Navy.

Random Testing:

Unannounced testing of employees in positions identified as "Testing Designated Positions" (TDPs). (The identification of TDPs is discussed below) Selection of individuals who occupy TDPs for testing is made on a random basis without prior announcement.

Applicant Testing:

Testing required of all individuals tentatively selected for employment in a TDP within the Department of Navy. Individuals who use illegal drugs will be screened out during the initial employment process before being placed on the employment rolls. Applicant testing will include current Department of Navy employees who apply for a TDP.

Accident or Unsafe Practice Testing:

Authorized test of any employee involved in an on-the-job accident, or who engages in any unsafe, on duty, job-related activity. For example, an accident which results in death or personal injury and/or damage to Government or private property. Before a test is conducted based on an accident or unsafe practice, it must be approved by at least a second level supervisor.

Reasonable Suspicion Testing:

Testing conducted when management has reason to believe that an employee may be using illegal drugs. The suspicion must be based on specific objective facts and reasonable inferences drawn from these facts, and be documented. Approval for such testing must be received from a higher level supervisor. Reasonable suspicion testing could be based on such factors as observed drug use or

possession, physical evidence of an employee being under the influence of drugs, or evidence of tampering with a drug test urine sample. Please refer to the section on **Typical Warning Signs of Substance Abuse.**

Voluntary Testing:

Testing of employees who are not in a TDP, but who volunteer for unannounced random testing. Further information on voluntary testing is available from your activity Drug Program Coordinator.

Follow-up Testing:

Testing of employees who undergo a counseling or rehabilitation program for illegal drug use through the Civilian Employee Assistance Program. These employees are subject to unannounced testing following completion of such a program for a period of one year.

What are **"Testing Designated Positions"** and how will they be identified?

When the duties of a position meet the criteria which would make the incumbent subject to random drug testing, the position is referred to as a "Testing Designated Position" (TDP). The criteria for designating a position as a TDP is based on the effect that the incumbent of the position could have on public health and safety or national security through failure to adequately discharge the duties of his or her position. Certain positions, e.g., ones requiring a top secret clearance with access, will be identified as TDPs regardless of the specific duties performed. In others, the TDP designation will be based on the duties of the position, e.g., crane operator, aircraft electrician, etc.

Will employees know **in advance** of the testing?

The selection of individuals for random testing will always be unannounced. An employee will be notified when and where to report by his or her supervisor approximately 15 to 30 minutes before the test.

How often may an agency test any given employee?

There is no limitation on the frequency with which an employee may be tested for illegal drug use. Under random testing, the employee will be tested whenever the sampling method used selects the employee. In addition, the employee could also be tested for some other reason, e.g., post accident, as determined

necessary.

What if an employee or **applicant refuses to appear** for testing?

An employee who fails to appear for testing without a deferral will be subject to disciplinary action. If an applicant for employment refuses to participate in testing, the tentative offer of employment will be canceled.

What records are being kept on the testing? Will the test results be part of an employee's OPF?

Test results will not become a part of the employee's OPF, but will become part of the "Employee Medical File System of Records." There are legal safeguards against inappropriate disclosure of test results.

Continuing **DRUG-FREE WORKPLACE**

Typical Warning Signs Of Substance Abuse

Changes in Attitudes and Physical Appearance:

- ◆ Sloppy handling of assignments; frequent "forgetfulness" or indecision
- ◆ Blaming others for own shortcomings
- ◆ Deliberate avoidance of colleagues and supervisor
- ◆ Decline in personal appearance and hygiene
- ◆ Irritability or withdrawal from fellow workers
- ◆ Abrupt changes in personality after lunch or breaks

Performance Deterioration

- ◆ Irregular work pace, diminished ability to concentrate, and signs of fatigue
- ◆ Increased mistakes, carelessness, and errors of judgment

Changes in Office Morale:

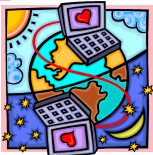
General decline in office morale caused by fellow workers having to cover up for the problem employee

Increase in Health and Safety Hazards:

- ◆ Higher than average accident rate
- ◆ Careless handling or maintenance of machinery and equipment
- ◆ Needless risk-taking in order to raise productivity following periods of low achievement
- ◆ Disregard for the safety of others

Poor Attendance and Absenteeism:

- ◆ Increased use of leave, particularly before or after weekends
- ◆ Frequent complaints of flu, stomach distress, sore throat, headache, or other vaguely defined illnesses
- ◆ Early leaving and extended lunch periods
- ◆ Unexplained disappearances from the job ("on-the-job" absenteeism)



Reporting Work Injuries Electronically

Story by U.S. Employee & Labor Relations/ Benefits Section



WHAT IS EDI?

EDI stands for ELECTRONIC DATA INTERCHANGE. All supervisors must familiarize themselves with EDI. This process allows supervisors to submit Notice of Traumatic Injury form CA-1 and Notice of Occupational Illness/Disease form CA-2 to the US Department of Labor (DOL) electronically, eliminating paper processing and mailing delays.

The purpose of the EDI is to provide an alternative way to submit a claim for an on-the-job injury to expedite the processing of Federal Employee's Compensation Act (FECA) claims for Federal employees who are injured in the performance of their duty.

- ◆ Employees assigned a claim num-

ber within 48 hours of the time the claim is received by DOL.

- ◆ Faster claims processing leads to better service through expedited medical authorizations, treatment and bill payment.
- ◆ Better service leads to faster recovery and return to work.



HOW DOES IT WORK?

Employee reports the injury or illness to his/her supervisor.

The electronic claim form and instructions are available at the following Web site: https://isdmid1.cpms.osd.mil/web/html/static/java/edi_sup.html

Employee and supervisor must complete the electronic claim form, either a CA-1 or CA-2. Should the employee or supervisor have any questions about

the submission of an electronic claim form to report an on-the-job injury, guidance can be obtained by contacting the Injury Compensation Office at 645-7548. The Injury Compensation Program Administrator in the CHRO authenticates the form (verifies employment status, enters appropriate codes, corrects any errors), and then transmits the completed form to the DOL.

TRAINING/PASSWORD ASSIGNMENT

If you are a supervisor and would like training in the use of EDI, please contact the CHRO U.S. Employee & Labor Relations/Benefits Section at 645-7548. EDI training is on a first come, first served basis.

Change in Work Location

Story by JN Employment Unit

Managers and/or supervisors are requested to submit documents to the CHRO sufficiently prior to the effective date, whenever there is a change in work location for Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) employees. Documents to be submitted differ, depending on the type of action to be taken.

If the change in work location is a change in the camp, such as Camp Foster to Camp Kinser, a Request for Personnel Action on a Form 11EJ must be submitted. The nature of action

that should be indicated on the Form 11EJ is "Reassignment."

If there is no change in the camps where the employees will be working, but the employees will be working in a different building, managers and/or supervisors should submit a memorandum to the CHRO indicating the new building number, the names of the affected employees and the effective date of the movement.

These documents are required to correctly make the payment of the

employee's commutation allowance. If the submission is delayed and the employee should have been paid less due to a decrease in distance, the amount overpaid will be deducted from the employee's pay at a later date. If the employee should have been paid more due to the increase in commuting distance, there will be no back payments.

The employees are required to resubmit their application for commutation allowance within 15 days from such change.

*** GLOSSARY ***

DFAB (Defense Facilities Administration Bureau)

IAA (The Incorporated Administrative Agency)

LMO (Labor Management Organization)

GOJ (Government of Japan)

MLC (Master Labor Contract) **IHA** (Indirect Hire Agreement)

Classification **TERMINOLOGIES**

Story by JN Classification Unit

There are some terminologies used in JN Classification that may sound unfamiliar to new managers/supervisors. We will define those specialized terminologies in the next few issues.

BASIC WAGE TABLES (BWTs):

There are five BWTs (1, 2, 3, 5, & 6) under MLC and three BWTs (1, 2, & 5) under IHA. Each BWT is divided into specialized job categories as follows:

BWT #1— Administrative, Clerical, and Professional

BWT #2— Crafts, Trades, and Laborers

BWT #3— Guards and Firefighters

BWT #5— Dental, Medical, Medical Laboratory Tech, and Pharmacist

BWT #6— Nurses and Nursing Assistant

JOB DEFINITIONS (JDs):

JDs are narrative standards that broadly explain duties and responsibilities of MLC/IHA jobs. Each JD prescribes a job number, job title, basic wage table, grade, and language allowance degree. JDs are used to determine the appropriate titles and grades for the MLC/IHA positions. There are over 1,000 JDs in MLC and IHA job definition manuals.

For any questions or assistance on JN Classification, please contact Ms. Tomoko Ransen or Ms. Saori Ago at 645-5407.



submission of Child Care Leave



Story by JN Employee/Labor Relations Unit

MLC/IHA employees are eligible to take CCL without pay to care for child(ren) of the employees until the day prior to the first birthday of the child(ren) unless their supervisors/managers deny it based on a mission-related reason.

When MLC/IHA employees request CCL to their managers/supervisors, their managers/supervisors ensure that the following documents in regard to their CCL requests are submitted to CHRO at least 5 weeks prior to the CCL commencement date:

1. Copy of the first page of birth certificate
2. Resident registration
3. Leave Application (USFJ Form 23EJ)

Delay in submission of the aforementioned documents may cause unnecessary deduction of the insurance payments, approximately 30,000 yen from the employees' paycheck. The employees are exempt from the payment of Health Insurance and Welfare Annuity Insurance during CCL periods.

Questions regarding CCL may be directed to Ms. Junko Nozaki or Ms. Kazuyo Ishikawa at 645-3364/3921.



MCB Butler Tuition Assistance

Story by Workforce Development & Diversity Section

The Tuition Assistance Program is open to eligible employees serviced by MCB Camp Butler CHRO. Those who are accepted to participate in this program will have their tuition reimbursed upon successful completion of the approved course.

The Tuition Assistance (reimbursement) Program is currently open to USMC U. S. appropriated fund civilian employees and full-time MLC employees serviced by MCB Camp Butler CHRO. (Specific U. S. Appropriated Fund positions under MCCS and IHA employees are restricted to MCCS Tuition Assistance programs). Eligible employees can participate in only one command Tuition Assistance Program; participation in more than one program is not authorized.

Contingent upon the availability of funds, the command will finance up to two graduate level courses, or three undergraduate level courses, not to exceed \$1,800 TOTAL PAYMENT PER INDI-

VIDUAL in any one fiscal year. Any amount in excess of \$1,800 will be at the employee's expense.

The command, in most instances, will not pay matriculation fees, textbooks, or materials related to after-hours training. In those situations where the command finances the purchase of textbooks or other materials, such items become the property of the command.

To qualify for the tuition reimbursement benefits, the following guidelines apply:

1. The training course must clearly be job related. This is identified as educational classes that will develop performance and duties outlined in the employee's position description. This includes duties that assist the command in achieving their overall mission and performance goals.

NOTE: The educational classes are usually courses offered through college institutions on base, such as University of Maryland and Troy State University.

2. Japanese national (MLC) employees desiring to attend English-speaking college courses must be able to demonstrate proficiency in the English language. This means that the employee must have received a certification level of 4 on the locally administered Language Allowance Degree test, and also have taken and achieved a passing score of 550 or above on the Test of English as a Foreign Language (TOEFL) examination. Exceptions will be considered on a case-by-case basis.
3. Students must meet the prerequisites stated in the course description.



Procedure

DD Form 1556 must be properly completed and approved by appropriate personnel, including the student's supervisor/manager, when requesting tuition assistance. Block 18 of the form, "Training Objectives" is used to document how the course will benefit the organization's mission and performance goals. The completed DD Form 1556 AND a detailed course description/syllabus must be submitted to the Workforce Development & Diversity Section, CHRO, at least 5 days prior to enrollment in educational programs, or making any commitment for training.

Students must initially bear the tuition fees associated with the course requested. Employees eligible for educational assistance allowance under the "G. I. Bill" are not entitled to receive both educational assistance under the Bill and command tuition assistance benefits for

the same course.

Employees in an approved educational program must obtain a final course grade of "C" or better in order to be reimbursed for their tuition expenses. Upon satisfactory completion of the course, the employee must submit the following documents to the Workforce Development and Diversity Section, CHRO.

- ◆ a copy of his/her final grade
- ◆ a copy of his/her receipt of payment for the course
- ◆ electronic fund transfer request form

In case of course cancellation, program participants must IMMEDIATELY NOTIFY the Workforce Development and Diversity Section, CHRO.

****optional**optional**optional****

EXAMINATIONS, LICENSES, AND CERTIFICATIONS

Because a Federal employee is responsible for obtaining the qualifications necessary to perform the du-

ties of his or her position, an agency may not pay or reimburse the employee for the cost of examinations, licenses, or certifications such as:

- ◆ Law school tuition or bar admission fees.
- ◆ Professional certificates required as a qualification for an employee's position.
- ◆ State licenses required for an employee to perform Federal duties, unless Federal law expressly requires Federal agencies to comply with state regulation. If compliance with state requirements is mandated by statute, an agency may, at its discretion, spend appropriate funds to reimburse its employees for licensing or certification fees required to perform their duties.

Courtesy of MCB Butler CHRO, Workforce Development & Diversity Section. Phone: 645-7689

Email: CHROTraining2@mcbbutler.usmc

CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@mcbbutler.usmc.mil

WE'RE ON THE WEB!
WWW.MCBBUTLER.USMC.MIL

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**
EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**
JN Classification: **645-5407**
JN Employee/Labor Relations:
645-3364/3921

IWAKUNI Satellite Office

U.S. Section: **253-6828**
JN Section: **253-5691**



Interactive
Customer
Evaluation

We value your comments!

Please fill in our comment card:

http://ice.disa.mil/index.cfm?fa=card&service_provider_id=10740&site_id=105&service_category_id=33

TRAINING COURSES COMING UP



FEBRUARY:

- ♦ LAD (Language Allowance Degree) Test — **2 Feb**
- ♦ U.S. New Employee Orientation — **10 Feb**
- ♦ Effective Writing for Supervisors & Admin Personnel — **11,18,25 Feb (Total 24hrs)**
- ♦ How to Write a Position Description (PD) — **24 Feb**
- ♦ Briefing on MLC/IHA & How to Write a Task List — **28 Feb**

MARCH:

- ♦ 7 Habits of Highly Effective People for JN Employees — **1~4 Mar**
- ♦ LAD (Language Allowance Degree) Test — **8 Mar**

APRIL:

- ♦ LAD (Language Allowance Degree) Test — **5 Apr**
- ♦ Workers' Compensation-Electronic Data Interchange System — **25~29 Apr**

Note: Course schedule is tentative. Please check the current announcements posted on the Web site and Oki News Today.



Call 645-7689 or e-mail chrotraining2@mcbbutler.usmc.mil (MCBBUTLER CHRO Training on Global Address List) for questions.



Training announcements on the Web:
<https://ww1.mcbbutler.usmc.mil/chro/chrodata/training.asp>

